



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

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**RE: Regalmark In contract GS-28F-0021U**

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**Paul Waskey** <paulw@regalmark.net>

Wed, Jan 10, 2018 at 9:27 AM

**To:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>, Paul Waskey <paulw@regalmark.net>, Linda Wooten <lindaw@regalmark.net>  
**Cc:** Erika O'Neal <erikao@regalmarkgsa.com>

Hello Thais,

Thanks for reaching out to us.

Regalmark just had an exciting transition to a new owner, Erika Oneal and some emails got changed. I have copied Erika as well so she can be introduced to you.

Linda still gets lindw@regalmark.net however its forwarded to her new email linda.waskey@struten.net Linda will still be of help during this transition

My new GSA email is paulw@regalmarkgsa.com

Erika Oneal's new email is erikao@regalmarkgsa.com

We are in the process of updating legal records, IE: DNB, SAM, then GSA&gt;etc.

If its workable and you are in the DC area, we'd like to arrange a meeting with you so you can meet the new owners. Is there a good time for you?

Kind Regards,

Paul Waskey

Regalmark, Inc

Principal | Washington, DC

Mobile (b) (6)

RE-DEFINING WORKSPACES

**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]**Sent:** Wednesday, January 10, 2018 7:47 AM**To:** Paul Waskey <paulw@regalmark.net>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>**Subject:** Regalmark In contract GS-28F-0021U

Good Morning,

I am trying to confirm the e-mail address that we have on file for Linda Waskey, is it still lindaw@regalmark.net.

10/31/2018

GSA.gov Mail - RE: Regalmark In contract GS-28F-0021U

Please let me know as soon as possible.

Thanks

-

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6)

thais.midnight@gsa.gov (E-mail)



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

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**Re: Regalmark In contract GS-28F-0021U**

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Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Wed, Jan 10, 2018 at 4:19 PM

To: Paul Waskey &lt;paulw@regalmark.net&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Thanks Paul for letting me know. The next step that need to done is for you to submit in e-Mods to make the changes under the contract. Can you please begin in submitting in the e-Mods to get this started.

On Wed, Jan 10, 2018 at 9:27 AM, Paul Waskey <paulw@regalmark.net> wrote:

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**RE: Outstanding Mass Mod**

---

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Wed, Feb 7, 2018 at 2:27 PM

To: Helen Shekter - 3QSBAC &lt;helen.shekter@gsa.gov&gt;, Paul Waskey &lt;paulw@regalmark.net&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, John Woo - 3QSAG &lt;john.woo@gsa.gov&gt;, Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;, Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Hello Helen and thanks so much for your assistance

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Also I spoke with Thais today and awaiting a checklist for Novation Agreement Change or ownership which we will submit right away.

Checking on signature.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Helen Shekter - 3QSBAC [mailto:helen.shekter@gsa.gov]

**Sent:** Wednesday, February 7, 2018 2:22 PM

**To:** Paul Waskey <paulw@regalmark.net>

**Cc:** Linda Wooten <lindaw@regalmark.net>; John Woo - 3QSAG <john.woo@gsa.gov>; Donna Hill - 3QSBAA <donna.hill@gsa.gov>; Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>

**Subject:** Re: Outstanding Mass Mod

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Have you verified if your digital certificate remains valid? I would recommend calling the

GSA Vendor Support Center at 877-495- 4849 or email at [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov) for technical issues regarding eOffer/eBuy.

Let us know if you have questions.

**Helen H. Shekter**

*Section Chief/Supervisory Contract Administrator  
Contract Administration Branch (3QSBAC)  
FAS, Integrated Workplace Acquisition Center*

PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



On Wed, Feb 7, 2018 at 10:44 AM, Paul Waskey <[paulw@regalmark.net](mailto:paulw@regalmark.net)> wrote:

Hello Helen

We had a change of ownership which involved getting an Emod to change this.

Sorry we are in the midst of the transfer.

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Paul Waskey

Regalmark, Inc

| Washington, DC

Mobile (b) (6)

RE-DEFINING WORKSPACES

**From:** Helen Shekter - 3QSBAC [<mailto:helen.shekter@gsa.gov>]  
**Sent:** Thursday, January 11, 2018 8:44 PM  
**Subject:** Outstanding Mass Mod

Dear Industry Partners:

Please take action to accept your pending Mass Mods required to incorporate changes to the Terms and Conditions of your contract.

You may view the Modification by visiting the Vendor Support Center (VSC) web site at: <http://vsc.gsa.gov>

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Then follow the links for "Modifications"

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Enter your Contract to view all the GSA initiated Contract Modifications for your Contract

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GSA Mass Mod-02072018151342.pdf  
957K





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: Outstanding Mass Mod**

Helen Shekter - 3QSBAC &lt;helen.shekter@gsa.gov&gt;

Wed, Feb 7, 2018 at 2:38 PM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Cc: Paul Waskey &lt;paulw@regalmark.net&gt;, Linda Wooten &lt;lindaw@regalmark.net&gt;, John Woo - 3QSAG &lt;john.woo@gsa.gov&gt;, Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;, Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Paul,

Below is link to the Federal Acquisition Regulation (FAR) 42.12 "Novation and Change of Name Agreement".

[https://www.acquisition.gov/far/html/Subpart%2042\\_12.html](https://www.acquisition.gov/far/html/Subpart%2042_12.html)

Also, see FAR 42.1204, "Applicability of Novation Agreements" which provides a template of an agreement format, documents to accompany the agreement, and procedures to follow. A completed Novation agreement shall be forwarded to your Contract Specialist for GSA's legal review.

I have attached a copy of the FAR 42 for your reference.

**Helen H. Shekter***Section Chief/Supervisory Contract Administrator  
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Account Manager | Washington, DC

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Let us know if you have questions.



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 **Subpart 42Novation.pdf**  
160K





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

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**Re: Outstanding Mass Mod**

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Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Wed, Feb 7, 2018 at 2:52 PM

Cc: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;, Paul Waskey &lt;paulw@regalmark.net&gt;, Linda Wooten &lt;lindaw@regalmark.net&gt;, John Woo - 3QSAG &lt;john.woo@gsa.gov&gt;, Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;

Paul,

Please use the attachment that I've forward you below as your guide of what I need to be submitted into this office for our legal to review and process. I would need for you to be sure that each section is tabbed and outline in your package and three original copies are provided to me. If you have any questions please do not hesitate to contact.

Thank you

On Wed, Feb 7, 2018 at 2:38 PM, Helen Shekter - 3QSBAC &lt;helen.shekter@gsa.gov&gt; wrote:

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10/31/2018

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thais.midnight@gsa.gov (E-mail)

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 **Novation Check List.pdf**  
295K

## **NOVATION AND CHANGE OF NAME**

### **Checklist Of Required Information (Existing GSA MAS Contract)**

When a change in ownership or a change of name occurs, you must submit a Novation using FAR 42.1204 (e) and (f) or if submitting a Name Change you must submit paperwork to Incorporate using FAR 42.1205(a).

As soon as assets have changed or name changes, the following procedures must be followed. Contract modifications cannot be issued for changes until the ~~Novation or Change of Name has been approved. In addition, payment issues~~ may arise if these actions are not done immediately upon change.

### **DEFINITIONS –**

#### **Change of Name Agreement**

- Executed by Government and contractor
- Recognizes legal change of name
- Contractual rights and obligations undisturbed
- If DBA is changed and LBN remains, still need a Change of Name Agreement

#### **Novation**

- Executed by transferor, transferee, and Government
  - Transferor guarantees performance
  - Transferee assumes all obligations and liabilities
  - Government recognizes the transfer of contract and related assets
- 
- GSA does NOT novate other agencies contracts - only GSA contracts

#### **Applicability of Novation Agreements**

- Transfer of Government contracts to 3<sup>rd</sup> Is party prohibited
- The Government can recognize 3<sup>rd</sup> party as successor in interest when
  1. All contractor's assets are transferredOR
  2. Entire portion of assets involved in performing contract transferred

#### **A Novation is not needed when –**

- A change of ownership due to stock purchase
  - There is no legal change in the contracting party
  - The contracting party remains in control of assets and performing the contract
  - When it is not in Government's interest to concur in transfer
-

**Size Certification**

The transferee will be requested to certify their business size status prior to novation.

**Requirements**

You must be registered with CCR (<http://www.ccr.gov>) and ORCA (<https://bpn.gov>).

The Contracting Officer must be able to determine the transferee to be a responsible contractor under the requirements of FAR 9.1 prior to the novation agreement being approved.

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**CHANGE OF NAME REQUIREMENTS \***  
**FAR 42.1205**

\_\_\_\_\_ Three (3) Signed copies of the Change of Name Agreement

One copy of each of the following:

\_\_\_\_\_ Authenticated document by the State effecting the name change

\_\_\_\_\_ ~~Legal Counsel opinion stating the transfer was properly effected under~~  
applicable law with an effective date

\_\_\_\_\_ List of all affected contracts and unsettled purchase orders, with the contract number and type, name and address of the contracting office

**NOVATION AGREEMENT REQUIREMENT \***  
**FAR 42.1204**

\_\_\_\_\_ Three (3) Signed copies of the Novation Agreement

One copy of each of the following:

\_\_\_\_\_ Document describing the proposed transaction (purchase/sale agreement, memorandum of understanding)

\_\_\_\_\_ List of contracts affected reflecting  
\_\_\_\_\_ Contract Number and type  
\_\_\_\_\_ Name and address of contracting office  
\_\_\_\_\_ Total dollar value  
\_\_\_\_\_ Approximate unpaid balance

\_\_\_\_\_ Evidence of the transferee's capability to perform

\_\_\_\_\_ Any other relevant information requested by the CO

\_\_\_\_\_ Authenticated copy of the instrument affecting the transfer of assets (bill of sale, certificate of merger, contract, deed, agreement or court decree)

\_\_\_\_\_ Certified copy of each resolution of corporate board of directors authorizing the transfer of assets

\_\_\_\_\_ Certified copy of the minutes of each corporate party's stockholder meeting necessary to approve the transfer of assets.

\_\_\_\_ Authenticated copy of the transferee's certificate and article of incorporation if a corporation was formed to receive assets

/\_\_\_\_ Opinion of legal counsel of transferor and transferee stating that transfer was properly effected under applicable law and the effective date of transfer

\_\_\_\_ Balance sheets of the transferor and transferee before and after the transfer of assets

\_\_\_\_ Evidence of any security clearance requirements

\_\_\_\_ Consent of sureties if bonds are used, or a statement from the transferor that none are required

**\*NOTE: You may not have all of these documents, but each must be addressed.**



**GUIDELINES FOR REQUESTING  
A NOVATION OR CHANGE OF NAME AGREEMENT  
UNDER YOUR EXISTING GSA, FSS, MAS CONTRACT WITH  
THE CENTER FOR FACILITIES MAINTENANCE AND HARDWARE (R6)**

FAR 42.12, Novation and Change-of-Name Agreements, describe the procedures necessary to request that the Government recognize a name change or a successor in interest to a contract (novation). If a contractor legally changes its name, or the contractor's assets are transferred to another entity, the contractor must notify the responsible Government contracting officer immediately using the following procedures. A contract modification cannot be issued to recognize a Novation or Change-of-Name Agreement without submission of the required information. Contract modifications for price adjustments, model additions or deletions, etc., may not be processed until an applicable Novation or Change-of-Name Agreement has been approved by GSA or another Federal Agency. Payment issues may also arise if a Novation or Change-of-Name Agreement is not processed at the time of the change.

**Determining the agency responsible for executing your Novation or Change-of-Name Agreement:**

1. If the transferor has contracts (not task/purchase orders issued under the GSA schedule) with other Government agencies in addition to the GSA schedule contract, the agency responsible for processing the Novation or Change-of-Name Agreement modification is the agency with the largest unsettled (unbilled plus billed but unpaid) dollar balance of contract obligations.
2. If the largest unsettled dollar balance is from task/purchase orders utilizing a GSA schedule contract, GSA is the agency responsible for processing the Novation or Change-of-Name Agreement modification.
3. If the transferor has multiple GSA schedule contracts, the contracting officer for the specific GSA schedule contract with the largest unsettled task order dollar balance is the contracting officer responsible for processing the Novation or Change-of-Name Agreement modification.
4. When a Novation or Change-of-Name Agreement has been processed by another Government agency or a different GSA office and needs to be recognized for a GSA schedule contract under Schedule 056, submit the following:
  - A request to recognize the Novation or Change-of-Name Agreement modification processed by the other agency/GSA office.
  - A copy of the SF-30 signed by the responsible contracting officer.
  - A copy of the Novation or Change-of-Name Agreement signed by the responsible contracting officer.

**Which is appropriate: A Novation Agreement or a Change-of-Name Agreement?**

A Change-of-Name Agreement applies when:

- Only a change in the contractor's name is involved
- Contractual rights and obligations remain unaffected

May 2007 (Revised October 2007)

A Change-of-Name Agreement is needed to:

- Recognize a legal change of the business name
- Recognize a legal change of the "Doing Business As" name, even if the legal business name remains unchanged

A Novation Agreement applies when:

- Transfer of all of the contractor's assets has occurred
- Transfer of the entire portion of assets involved in the performance of the contract has occurred

A Novation Agreement is needed to:

- Recognize a third party as the successor in interest to the Government contract
- Recognize the transfer of the related assets

A Novation Agreement is not needed when:

- There is a change of ownership due to a stock purchase
- There is no legal change in the contracting party
- The contracting party remains in control of assets and is the party performing the contract

### **Novation Agreement Checklist**

#### **FAR Required Documents – FAR 42.1204:**

(You may not have all of these documents, but each must be addressed)

- 3 signed originals of the Novation Agreement
    - A sample is provided below in Clause 42.1204
    - If the incorporating State does not require a corporate seal, include a statement to that effect on a separate page
  - Document describing the proposed transaction (Asset Purchase Agreement, memorandum of understanding, etc.)
    - The effective date of the transfer from this document should be reflected in the Novation Agreement paragraph (a)(2) and in the attorney opinion letter.
  - Authenticated copy of instrument effecting asset transfer (bill of sale, certificate of merger, contract, deed, court decree, etc.)
  - List of contracts affected. Must reflect:
    - Contract Number and type
    - Name and address of contracting office
    - Total dollar value
    - Approximate unpaid balance
  - Attorney opinion letters (for both transferee and transferor)
    - Must include a statement that the transfer was properly affected under the applicable state law
    - Must state the effective date of the transfer
    - Letter should be addressed to the attention of the Government contracting officer
  - Authenticated copy of the transferee's certificate and articles of incorporation *if a corporation* was formed to receive assets.
-

May 2007 (Revised October 2007)

- If the corporation was formed for a purpose other than to receive the transferor's assets, include a statement to that effect.
- Certified copy of Board Resolutions (for both transferee and transferor) authorizing transfer of assets
  - If either company does not have a Board of Directors, include a statement to this effect and include a copy of the appropriate company's Articles of Incorporation to confirm that the company elected not to have a Board of Directors
- Certified copy of Stockholder Meeting Minutes (for both transferee and transferor) approving transfer of assets
- Balance Sheets (for both transferee and transferor)
  - Need copies that were dated both immediately before transfer and immediately after transfer
  - Include independent auditor report if available
- Evidence of any security clearance requirements (if required)
- Consent of sureties if bonds are used (if required)

**Responsibility Determination:**

- The transferee must be registered in the Central Contractor Registration (CCR) database ([www.ccr.gov](http://www.ccr.gov))
- The transferee must be registered in the Online Representations and Certifications Application (ORCA) ([orca.bpn.gov](http://orca.bpn.gov))

**Capability to Perform:**

- A copy of price list from award or subsequent modification that Transferee will use
    - If the Transferee is planning to use a different price list, submit two copies of the new commercial catalog/price list
  - Certification that no change has occurred in the commercial sales practices since the original award or subsequent modification, *or*
  - Complete and submit a Commercial Sales Practices Format if the commercial sales practices of the transferee are different from those of the transferor
  - If the Transferee is a large business, a commercial subcontracting plan must be submitted with the novation documents. The contract will not be novated without an approved subcontracting plan. Subcontracting plan template is available in Attachment 13 to the solicitation.
-

### **Change-of-Name Agreement Checklist**

**FAR Required Documents – FAR 42.1205:**

(You may not have all of these documents, but each must be addressed)

- 3 signed originals of the Change-of-Name Agreement
    - A sample is provided below in Clause 42.1205
    - If the incorporating State does not require a corporate seal, include a statement to that effect on a separate page
  - Authenticated document by the State effecting the name change
    - The effective date of the transfer from this document should be reflected in the Change-of-Name Agreement paragraph (a)(2) and in the attorney opinion letter.
  - Attorney opinion letters
    - Must include a statement that the transfer was properly affected under the applicable state law
    - Must state the effective date of the transfer
  - List of contracts affected. Must reflect:
    - Contract Number and type
    - Name and address of contracting office
    - Total dollar value
    - Approximate unpaid balance
-



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**RE: Outstanding Mass Mod**

---

**Paul Waskey** <paulw@regalmarkgsa.com>

Thu, Feb 22, 2018 at 10:35 AM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;, Helen Shekter - 3QSBAC &lt;helen.shekter@gsa.gov&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;

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What do you suggest we do now? Send a paper copy of what we proposed to change for your review and comment?

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]**Sent:** Wednesday, February 7, 2018 3:53 PM**To:** Paul Waskey <paul.waskey@structen.net>**Cc:** Paul Waskey <paulw@regalmarkgsa.com>; Paul Waskey <paulw@regalmark.net>; Linda Wooten <lindaw@regalmark.net>; Donna Hill - 3QSBAA <donna.hill@gsa.gov>**Subject:** Re: Outstanding Mass Mod

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Yes exactly that.

In review- I believe we need an E Mod to

Update address

Contact info- (change in positions)

Update emails, phone #

Change to Women owned.

Everything else stays the same. Im still here as GSA manager and Linda is part time Admin

Regards,

Paul Waskey

Director



ADDRESS: 1212 New York Avenue NW Suite 520, Washington, DC 20005

PHONE: 202 386 6403 / MOBILE: (b) (6)

WEBSITE: structen.net



**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]  
**Sent:** Wednesday, February 7, 2018 3:46 PM  
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#### **42.1204 Applicability of novation agreements.**

*(b) A novation agreement is unnecessary when there is a change in the ownership of a contractor as a result of a stock purchase, with no legal change in the contracting party, and when that contracting party remains in control of the assets and is the party performing the contract.*

We can provide all authentic docs of purchase, etc.

Kind Regards,

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Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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Also, see FAR 42.1204, "Applicability of Novation Agreements" which provides a template of an agreement format, documents to accompany the agreement, and procedures to follow. A completed

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**Helen H. Shekter**  
*Section Chief/Supervisory Contract Administrator*  
*Contract Administration Branch (3QSBAC)*  
*FAS, Integrated Workplace Acquisition Center*

PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



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Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS,

Design / Build / Furnish

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**To:** Paul Waskey <paulw@regalmark.net>  
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Regalmark, Inc

1 Washington, DC

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RE-DEFINING WORKSPACES

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**Sent:** Thursday, January 11, 2018 8:44 PM  
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Then follow the links for "Modifications"

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If you do not have the PIN number, please contact your ACO and request a reset.

Thank you in advance for your attention and assistance in this matter.



**Helen H. Shekter**

*Section Chief/Supervisory Contract Administrator  
Contract Administration Branch (3QSBAC)  
FAS, Integrated Workplace Acquisition Center*

**PACIFIC RIM REGION**

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



--

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)

--

Thais Midnight

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thais.midnight@gsa.gov (E-mail)



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: Outstanding Mass Mod**

Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;

Thu, Feb 22, 2018 at 11:03 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Cc: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;, Helen Shaker - 3QSBAC &lt;helen.shaker@gsa.gov&gt;, Linda Wooten &lt;lindaw@regalmark.net&gt;

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Donna Hill MBA  
Supervisory Contract Specialist/Contracting Officer  
General Services Administration  
Federal Acquisition Center  
1800 F Street NW  
Washington, DC 20405  
Phone: (b) (6) cell

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Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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Sent: Wednesday, February 7, 2018 3:53 PM

To: Paul Waskey &lt;paul.waskey@strucnet.net&gt;

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ADDRESS: 1212 New York Avenue NW Suite 520, Washington, DC 20005

PHONE: 202 386 6403 / MOBILE: (b) (6)

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GOVERNMENT INTERIORS.

Design / Build / Furnish

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FAS, Integrated Workplace Acquisition Center

PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



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Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

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Washington, DC 20405

703-605-9245 (Phone)

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Thals Midnight - 3QSBAA &lt;thals.midnight@gsa.gov&gt;

**RE: Outstanding Mass Mod**

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Thu, Feb 22, 2018 at 4:31 PM

To: Helen Shekter - 3QSBAC &lt;helen.shekter@gsa.gov&gt;, Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;, John Woo - 3QSAG &lt;john.woo@gsa.gov&gt;

Cc: Thals Midnight - 3QSBAA &lt;thals.midnight@gsa.gov&gt;, Linda Wooten &lt;lindaw@regalmark.net&gt;

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Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

From: Helen Shekter - 3QSBAC [mailto:helen.shekter@gsa.gov]

Sent: Thursday, February 22, 2018 2:08 PM

To: Donna Hill - 3QSBAA &lt;donna.hill@gsa.gov&gt;, John Woo - 3QSAG &lt;john.woo@gsa.gov&gt;

Cc: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;; Thals Midnight - 3QSBAA &lt;thals.midnight@gsa.gov&gt;; Linda Wooten &lt;lindaw@regalmark.net&gt;

Subject: Re: Outstanding Mass Mod

Please advise asap which Mass Mods you may need PIN reset.

**Helen H. Shekter**

Section Chief/Supervisory Contract Administrator

Contract Administration Branch (3QSBAC)

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Phone: (415) 522-2824 Cell: (b) (6)

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Account Manager | Washington, DC

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Design / Build / Furnish

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Paul Waskey

Director



ADDRESS: 1212 New York Avenue NW Suite 520, Washington, DC 20005

PHONE: 202 386 6403 / MOBILE (b) (6)

WEBSITE: structen.net



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I want to be clear on what you are saying is Regalmark Inc only change in the ownership of a contractor as a result of a stock purchase, with no legal change in the contracting party, and Regalmark Inc remains in control of the assets and is the party performing the contract. Is that what you are tell stating?

On Wed, Feb 7, 2018 at 3:25 PM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Thanks Thais-

I did notice that if only a change in the ownership, which this is, (no change in entity EIN or name as such) there is not a requirement for the Novation Agreement.

#### 42.1204 Applicability of novation agreements.

*(b) A novation agreement is unnecessary when there is a change in the ownership of a contractor as a result of a stock purchase, with no legal change in the contracting party, and when that contracting party remains in control of the assets and is the party performing the contract.*

We can provide all authentic docs of purchase, etc.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS

Design / Build / Furnish

From: Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]

Sent: Wednesday, February 7, 2018 2:53 PM

Cc: Paul Waskey <paulw@regalmarkgsa.com>; Paul Waskey <paulw@regalmark.net>; Linda Wooten

<lindaw@regalmark.net>; John Woo - 3QSAG <john.woo@gsa.gov>; Donna Hill - 3QSBAA <donna.hill@gsa.gov>

Subject: Re: Outstanding Mass Mod

Paul,

Please use the attachment that I've forward you below as your guide of what I need to be submitted into this office for our legal to review and process. I would need for you to be sure that each section is tabbed and outline in your package and three original copies are provided to me. If you have any questions please do not hesitate to contact.

Thank you

On Wed, Feb 7, 2018 at 2:38 PM, Helen Shekter - 3QSBAC <helen.shekter@gsa.gov> wrote:

Paul,

Below is link to the Federal Acquisition Regulation (FAR) 42.12 "Novation and Change of Name Agreement",

[https://www.acquisition.gov/far/html/Subpart%2042\\_12.html](https://www.acquisition.gov/far/html/Subpart%2042_12.html)

Also, see FAR 42.1204, "Applicability of Novation Agreements" which provides a template of an agreement format, documents to accompany the agreement, and procedures to follow. A completed

Novation agreement shall be forwarded to your Contract Specialist for GSA's legal review.

I have attached a copy of the FAR 42 for your reference.



**Helen H. Shekter**

Section Chief/Supervisory Contract Administrator  
Contract Administration Branch (3QSBAC)  
FAS, Integrated Workplace Acquisition Center

PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



On Wed, Feb 7, 2018 at 11:27 AM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Hello Helen and thanks so much for your assistance

I have emailed the Mass Mod, attached is a copy for your viewing. The pin worked -thx.

Also I spoke with Thais today and awaiting a checklist for Novation Agreement Change or ownership which we will submit right away.

Checking on signature.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Helen Shekter - 3QSBAC [mailto:helen.shekter@gsa.gov]  
**Sent:** Wednesday, February 7, 2018 2:22 PM  
**To:** Paul Waskey <paulw@regalmark.net>  
**Cc:** Linda Wooten <lindaw@regalmark.net>; John Woo - 3QSAG <john.woo@gsa.gov>; Donna Hill - 3QSBAA <donna.hill@gsa.gov>; Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Subject:** Re: Outstanding Mass Mod

Good Afternoon,

Thank you for your telephone call and email below.

Have you initiated a Novation Agreement in accordance with FAR 41.12 and submitted to your Procurement Contracting Officer and Contract Specialist for ratification?

The outstanding Mass Mod A602 has expired and we cannot reset the PIN.

Have you verified if your digital certificate remains valid? I would recommend calling the GSA Vendor Support Center at 877-495-4849 or email at [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov) for technical issues regarding eOffer/eBuy.

Let us know if you have questions.



**Helen H. Shekter**  
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Hello Helen

We had a change of ownership which involved getting an Emod to change this.  
Sorry we are in the midst of the transfer.

I found that GSA EBuy isn't allowing us into system as a result - is there a way to reactivate that so we can at least continue while this is being worked through?

Kind Regards,

Paul Waskey

Regalmark, Inc

Washington, DC

Mobile (b) (6)

RE-DEFINING WORKSPACES

From: Helen Shekter - 3QSBAC [mailto:helen.shekter@gsa.gov]

Sent: Thursday, January 11, 2018 8:44 PM

Subject: Outstanding Mass Mod

Dear Industry Partners:

Please take action to accept your pending Mass Mods required to incorporate changes to the Terms and Conditions of your contract.

You may view the Modification by visiting the Vendor Support Center (VSC) web site at: <http://vsc.gsa.gov>

Select from the menu bar "Contract Administration"

Then follow the links for "Modifications"

Select "Mass Modifications"

Enter your Contract to view all the GSA initiated Contract Modifications for your Contract

If you do not have the PIN number, please contact your ACO and request a reset.

Thank you in advance for your attention and assistance in this matter.



**Helen H. Shekter**

Section Chief/Supervisory Contract Administrator

Contract Administration Branch (3QSBAC)

FAS, Integrated Workplace Acquisition Center

PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)

Fax: (415) 553-3848



Thais Midnight

10/31/2018

GSA.gov Mail - RE: Outstanding Mass Mod

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)

Thais Midnight

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Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**Final SF30 Schedule 71 Refresh 21<Contract GS28F0021U> (A602)**

---

contract.mods@gsa.gov &lt;contract.mods@gsa.gov&gt;

Thu, Feb 22, 2018 at 5:40 PM

To: paulw@regalmark.net

Cc: contract.mods@gsa.gov, paulw@regalmarkgsa.com, john.woo@gsa.gov, thais.midnight@gsa.gov

GSA contract #GS28F0021U has been modified to incorporate the most recent contract terms and conditions. Modification (A602) can be viewed and downloaded from the following URL:

<https://mcm.fas.gsa.gov/cmservlet/control?cnum=25&code=DQUw3Zy7D2UEHy56zuykQQ%3D%3DMzqjCURmBNBznTJTPDH1IA%3D%3DGS28F0021UA602>

This notification is being sent to:

- The contractor representative who accepted the modification,
- The contractor's Contract Administrator (if other than the person who accepted the modification),
- The GSA Administrative Contracting Officer (ACO) and
- The GSA Procurement Contracting Officer (PCO) assigned to this contract.

Please DO NOT reply to this message.

Note: Acrobat Reader is required to view this document.

You can download Adobe's free Acrobat Reader software from:

<http://www.adobe.com/products/acrobat/readstep2.html>





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**Re: Outstanding Mass Mod**

Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
To: Paul Waskey <paulw@regalmarkgsa.com>  
Cc: Linda Wooten <lindaw@regalmark.net>

Wed, Feb 28, 2018 at 10:39 AM

Paul,

I am about to be in training for next couple of weeks. The next time that I will be in the DC office will be Tuesday, March 20, 2018 and Tuesday, March 27, 2018. If you want the approving Contracting Officer of the contract to be present in the meeting please advise in advance of which day you would like to come too the office so I can see if they will be available too.

Thanks

On Wed, Feb 28, 2018 at 9:50 AM, Paul Waskey &lt;paulw@regalmarkgsa.com&gt; wrote:

Thanks Thais,

Working on it now.

Are you located in DC office?

At some time could we introduce the new owner to GSA and find resources to help her?

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]  
**Sent:** Friday, February 23, 2018 6:28 AM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>  
**Cc:** Linda Wooten <lindaw@regalmark.net>  
**Subject:** Re: Outstanding Mass Mod

Good Morning Paul,

Since you've have your new Digital Certificate have you tried to go into the e-Mod database website to see if you have access to submit an e-Mod yet?

On Thu, Feb 22, 2018 at 10:35 AM, Paul Waskey &lt;paulw@regalmarkgsa.com&gt; wrote:

Hello Thais,

I received my signature Certificate, so We are ready to discuss and process (next week) the GSA Emod.

What do you suggest we do now? Send a paper copy of what we proposed to change for your review and comment?

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

## GOVERNMENT INTERIORS

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]**Sent:** Wednesday, February 7, 2018 3:53 PM**To:** Paul Waskey <paul.waskey@structen.net>**Cc:** Paul Waskey <paulw@regalmarkgsa.com>, Paul Waskey <paulw@regalmark.net>, Linda Wootten <lindaw@regalmark.net>, Donna Hill - 3QSBAA <donna.hill@gsa.gov>**Subject:** Re: Outstanding Mass Mod

Paul,

Yes, I would suggest those e-Mods get submitted in right away to update everything under the contract before we process the Option to Extend e-Mod. Also were you able to process the Mass Mod under the contract?

On Wed, Feb 7, 2018 at 3:50 PM, Paul Waskey <paul.waskey@structen.net> wrote:

Yes exactly that.

In review- I believe we need an E Mod to

Update address

Contact info- (change in positions)

Update emails, phone #

Change to Women owned.

Everything else stays the same. Im still here as GSA manager and Linda is part time Admin

Regards,

Paul Waskey

Director



ADDRESS: 1212 New York Avenue NW Suite 520, Washington, DC 20005

PHONE: 202 386 6403 / MOBILE (b) (6)

WEBSITE: structen.net

**From:** Thais Midnight - 3QSBAA [mailto:thais.midnight@gsa.gov]**Sent:** Wednesday, February 7, 2018 3:46 PM**To:** Paul Waskey <paulw@regalmarkgsa.com>**Cc:** Paul Waskey <paulw@regalmark.net>, Linda Wootten <lindaw@regalmark.net>, Donna Hill - 3QSBAA <donna.hill@gsa.gov>**Subject:** Re: Outstanding Mass Mod

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Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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Sent: Wednesday, February 7, 2018 2:53 PM

Cc: Paul Waskey <paulw@regalmarkgsa.com>; Paul Waskey <paulw@regalmark.net>; Linda Wooten

<lindaw@regalmark.net>; John Woo - 3QSAG <john.woo@gsa.gov>; Donna Hill - 3QSBAA <donna.hill@gsa.gov>

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PACIFIC RIM REGION

Phone: (415) 522-2824 Cell: (b) (6)  
Fax: (415) 553-3848



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Checking on signature.

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Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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Regalmark, Inc

| Washington, DC

Mobile (b) (6)

RE-DEFINING WORKSPACES

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**Sent:** Thursday, January 11, 2018 8:44 PM

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**GSA.gov Mail - Re: Outstanding Mass Mod**

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Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

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thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**RE: eMod Received for Contract GS28F0021U**

---

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Wed, Mar 14, 2018 at 10:59 AM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Cc: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;, Linda Wootten &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Hello Thais,

Thanks much for the quick follow up .

I had submitted only the small technical modifications online for :

Email, Website, Phone number - For the moment.

Please see attached E Mod proposal and kindly advise on what you will require.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

-----Original Message-----

From: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Sent: Tuesday, March 13, 2018 10:10 AM

Cc: paulw@regalmarkgsa.com; Lindaw@regalmarkgsa.com; paulw@regalmark.net

Subject: Re: eMod Received for Contract GS28F0021U

Paul, what e-Mod is this that you submitting in? I am in training this week. With that being said I am not aware of any e-Mod that was email to me prior to the submission of the e-Mod. Which I prefer in case I need additional information.

Can you withdraw the e-Mod and email me the documentation that was uploaded for my review. After I review the material I will let you know when to submit the e-Mod.

Thanks

Sent from my iPhone

&gt; On Mar 13, 2018, at 9:12 AM, fss.online@gsa.gov wrote:

&gt;

&gt; Dear Sir/Madam:

&gt;

&gt; This is an auto-generated email message from the FSS Online

&gt; application to inform you that an electronic Contract Modification

&gt; request has been initiated for (Mod No - 0088) against contract

&gt; (GS28F0021U). The eMod-Id from which this request was created is #

&gt; 6CUXLFA7 and version # 1

&gt;

&gt;

&gt;

&gt; \*\*\*This is an auto generated email. Please do not reply to this email

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Modification\_Request\_Checklist-Manufacturers.docx

56K





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: eMod Received for Contract GS28F0021U**

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Wed, Mar 14, 2018 at 11:32 AM

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Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

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&gt; Regalmark, Inc

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&gt; GOVERNMENT INTERIORS.

&gt; Design / Build / Furnish

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&gt;&gt; \*\*\*This is an auto generated email. Please do not reply to this email

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&gt;&gt; &lt;Modification\_Request\_Checklist\_-\_Manufacturers.docx&gt;





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**RE: eMod Received for Contract GS28F0021U**

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Fri, Mar 16, 2018 at 1:47 PM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Thanks Thais,

Please see attached proposed E Mod along with the CSP Commercial Sales Practice

Wed like to get this completed next week if possible so Erika can add this to capabilities for April events.

Appreciate your help .

Kind Regards,  
Paul WaskeyRegalmark, Inc  
Account Manager I Washington, DC  
Mobile (b) (6)GOVERNMENT INTERIORS.  
Design / Build / Furnish

-----Original Message-----

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&gt; From: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

&gt; Sent: Tuesday, March 13, 2018 10:10 AM

&gt; Cc: paulw@regalmarkgsa.com; lindaw@regalmarkgsa.com;

&gt; paulw@regalmark.net

&gt; Subject: Re: eMod Received for Contract GS28F0021U

&gt;

&gt; Paul, what e-Mod is this that you submitting in? I am in training this week. With that being said I am not aware of any e-Mod that was email to me prior to the submission of the e-Mod. Which I prefer in case I need additional information.

&gt;

&gt; Can you withdraw the e-Mod and email me the documentation that was uploaded for my review. After I review the material I will let you know when to submit the e-Mod.

&gt;

10/31/2018

GSA.gov Mail - RE: eMod Received for Contract GS28F0021U

> Thanks

>

> Sent from my iPhone

>

>> On Mar 13, 2018, at 9:12 AM, fss.online@gsa.gov wrote:

>>

>> Dear Sir/Madam:

>>

>> This is an auto-generated email message from the FSS Online

>> application to inform you that an electronic Contract Modification

>> request has been initiated for (Mod No - 0088) against contract

>> (GS28F0021U). The eMod-Id from which this request was created is #

>> 6CUXLFA7 and version # 1

>>

>>

>>

>> \*\*\*This is an auto generated email, Please do not reply to this email

>> address,\*\*\*

> <Modification\_Request\_Checklist-\_Manufacturers.docx>

---

**2 attachments**



**Copy of Commercial Sales Practice CSP.pdf**  
316K



**Modification\_Request\_Checklist-\_Manufacturers.docx**  
56K





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: eMod Received for Contract GS28F0021U**

Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Tue, Mar 20, 2018 at 9:07 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Good Morning Paul,

I reviewed the two attachments you provided and from what I saw I don't see a dated Modification Letter that explain what action you are seeking to modified under the contract. Please provide me the Modification letter and the two attachments below for my review in order for me to let you know the next steps you would like to seek under the your contract. The quicker you get this over to me I will be let you know the next up.

Thanks

On Fri, Mar 16, 2018 at 1:47 PM, Paul Waskey &lt;paulw@regalmarkgsa.com&gt; wrote:

Thanks Thais,

Please see attached proposed E Mod along with the CSP Commercial Sales Practice

Wed like to get this completed next week if possible so Erika can add this to capabilities for April events.

Appreciate your help .

Kind Regards,  
Paul Waskey

Regalmark, Inc  
Account Manager | Washington, DC  
Mobile (b) (6)

GOVERNMENT INTERIORS.  
Design / Build / Furnish

-----Original Message-----

From: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Sent: Wednesday, March 14, 2018 11:32 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Cc: Linda Wooten &lt;lindaw@regalmark.net&gt;; Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Subject: Re: eMod Received for Contract GS28F0021U

Paul that e-Mod was process. Any other e-Mods please email it to me before submitting in. I will be back in the office on Wednesday, March 21, 2018.

Sent from my iPhone

&gt; On Mar 14, 2018, at 10:59 AM, Paul Waskey &lt;paulw@regalmarkgsa.com&gt; wrote:

&gt;

&gt; Hello Thais,

&gt; Thanks much for the quick follow up .

&gt; I had submitted only the small technical modifications online for :

&gt; Email, Website, Phone number - For the moment,

&gt;

&gt; Please see attached E Mod proposal and kindly advise on what you will require.

&gt;

&gt; Kind Regards,

&gt; Paul Waskey

&gt;

&gt; Regalmark, Inc

&gt; Account Manager | Washington, DC

&gt; Mobile (b) (6)

&gt;

&gt; GOVERNMENT INTERIORS.

&gt; Design / Build / Furnish

&gt;

&gt; -----Original Message-----

&gt; From: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

&gt; Sent: Tuesday, March 13, 2018 10:10 AM

> Cc: paulw@regalmarkgsa.com; lindaw@regalmarkgsa.com;  
> paulw@regalmark.net  
> Subject: Re: eMod Received for Contract GS28F0021U  
>  
> Paul, what e-Mod is this that you submitting in? I am in training this week. With that being said I am not aware of any e-Mod that was email to me prior to the submission of the e-Mod. Which I prefer in case I need additional information.  
>  
> Can you withdraw the e-Mod and email me the documentation that was uploaded for my review. After I review the material I will let you know when too submit the e-Mod.  
>  
> Thanks  
>  
> Sent from my iPhone  
>  
>> On Mar 13, 2018, at 9:12 AM, fss.online@gsa.gov wrote:  
>>  
>> Dear Sir/Madam:  
>>  
>> This is an auto-generated email message from the FSS Online  
>> application to inform you that an electronic Contract Modification  
>> request has been initiated for (Mod No - 0088) against contract  
>> (GS28F0021U). The eMod-Id from which this request was created is #  
>> 6CUXLFA7 and version # 1  
>>  
>>  
>>  
>> \*\*\*This is an auto generated email. Please do not reply to this email  
>> address.\*\*\*  
> <Modification\_Request\_Checklist-\_Manufacturers.docx>

--  
Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) Cell)  
thais.midnight@gsa.gov (E-mail)



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**Regalmark Inc GS-28F-0021U Option to Extend**

---

Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Thu, Mar 22, 2018 at 9:24 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;

Good Morning Paul,

This e-mail is being sent to you in regards the Regalmark Inc contract under GS-28F-0021U. I have not received the required documents in regards to whether Regalmark Inc intend to extend their contract under Schedule 71, Furniture.

The contract need to be renegotiated because Schedule 71 Furniture only allows pass through of products under Special Item Number (SINs) 71-1, Package Office Room, only. This change were decided by management and your contract need to be renegotiated. Therefore all the SINs you currently have awarded under your contract that offering products as a pass through and Regalmark not being recognize as a Dealer need to be removed or renegotiated. That need to be done first before the Option to Extend can be process.

Since I have no receive any notification that Regalmark Inc plans to extend the contract then I will have allow the contract to expire on April 29, 2018. Your documents for the Option to Extend needed to be submitted y uploaded it into the e-Mod system by November 14, 2017. The letter was sent out by e-mail to Paul and Linda Waskey on September 30, 2017.

I will not be able to process the Option and the new e-Mods that will have to be completed by the time your contract expires. The Option e-Mod needed to be process one month prior to the expiration date which would be March 29, 2018. It is now March 22, 2018 and nothing has been submitted in regarding the Option to Extend.

Therefore, the contract will have to expire you can submit in a new e-Offer with new documentations under Schedule 71, Furniture.

If you have any questions please do not hesitate to contact me.

Thank you

Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**RE: Regalmark Inc GS-28F-0021U Option to Extend**

---

**Paul Waskey** <paulw@regalmarkgsa.com>

Thu, Mar 22, 2018 at 3:33 PM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;

Thais,

Were we notified of this prior to now? If so could you re send the original as I had some emails lost.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

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**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>**Sent:** Thursday, March 22, 2018 9:24 AM**To:** Paul Waskey <paulw@regalmarkgsa.com>; Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>**Subject:** Regalmark Inc GS-28F-0021U Option to Extend

Good Morning Paul,

This e-mail is being sent to you in regards the Regalmark Inc contract under GS-28F-0021U. I have not received the required documents in regards to whether Regalmark Inc intend to extend their contract under Schedule 71, Furniture.

The contract need to be renegotiated because Schedule 71 Furniture only allows pass through of products under Special Item Number (SINs) 71-1, Package Office Room. only This change were decided by management and your contract need to be renegotiated. Therefore all the SINs you currently have awarded under your contract that offering products as a pass through and Regalmark not being recognize as a Dealer need to be removed or renegotiated. That need to be done first before the Option to Extend can be process.

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I will not be able to process the Option and the new e-Mods that will have to be completed by the time your contract expires. The Option e-Mod needed to be process one month prior to the expiration date which would be March 29, 2018. It is now March 22, 2018 and nothing has been submitted in regarding the Option to Extend.

Therefore, the contract will have to expire you can submit in a new e-Offer with new documentations under Schedule 71, Furniture.

If you have any questions please do not hesitate to contact me.

Thank you

—

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)



Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

## Fwd: Exercise Option Mod was initiated for Contract GS-28F-0021U

Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Thu, Mar 22, 2018 at 8:01 PM

To: Paul Waskey <paulw@regalmarkgsa.com>, Erika O'Neal <erikao@regalmarkgsa.com>, Linda Waskey - Regalmark Inc <lindaw@regalmark.net>

Paul,

Below is the auto-generated email that was sent to Paul and Linda Waskey as I said in my e-mail I sent early today.

Thanks

----- Forwarded message -----

From: &lt;donna.hill@gsa.gov&gt;

Date: Sat, Sep 30, 2017 at 5:17 AM

Subject: Exercise Option Mod was initiated for Contract GS-28F-0021U

To: lindaw@regalmark.net

Cc: paulw@regalmark.net, donna.hill@gsa.gov, thais.midnight@gsa.gov, fss.online@gsa.gov

GSA Federal Acquisition Service (FAS)  
Integrated Workplace Acquisition Center, (3QSA)  
Philadelphia, PA 19107

Dear PAUL WASKEY:

Your Federal Supply Schedule (FSS) contract GS-28F-0021U is due to expire on Apr 28, 2018, approximately 210 days from the date of this letter. GSA is considering exercising the next available option period in accordance with clause I-FSS-163 Option to Extend the Term of the Contract (Evergreen). Before this option may be exercised, the Contracting Officer (CO) must make an evaluation based on the requirements of the clause.

No changes will be allowed with this modification other than those required for the option. Additions, Deletions, Price Reductions, Economic Price Adjustments, Novations or other changes must be made under a separate eMod request at <http://eoffer.gsa.gov/>.

The Government reserves the right to determine whether exercising the option to extend the term of the contract, in whole or in part is in the best interest of the Government. If necessary, the Government may choose to enter into discussions and negotiations to address pricing and/or other terms prior to exercising the option.

At this time, the Government is requesting additional information required to make this assessment. Please select one of the two options below and submit the required documentation via eMod no later than close of business on Nov 14, 2017.

NOTE on Digital Certificates: An authorized negotiator of the company MUST have a valid digital certificate in order to access eMod to submit the required documentation. If your company does not have a valid or active digital certificate, please visit <http://eoffer.gsa.gov/> and follow the instructions to acquire or reacquire a digital certificate.

### 1. If You DO NOT Want Your Current Contract Considered for the Option to Extend:

If you would like to allow your GSA schedule contract to expire, simply upload to eMod a cover letter stating your desire for GSA to consider not exercising the option to extend the term of this contract. The letter must be signed by an authorized negotiator or other individual authorized to bind the company. If you need help using eMod, please refer to the eOffer/eMod Help Center, which is accessible from the eOffer home page.

### 2. If You DO Want Your Current Contract Considered for the Option to Extend:

If you would like to be considered for the option to extend your GSA schedule contract, please upload to eMod a cover letter on company letterhead confirming your company's wish for GSA to exercise the option to extend the contract. The letter must be signed by an authorized negotiator or other individual authorized to bind the company. The cover letter must also address, as applicable, the items below.

- a. Contract Compliance: The letter must include a statement affirming the following:
  - i. All mandatory mass modifications have been accepted.
  - ii. Registration in SAM ([www.sam.gov](http://www.sam.gov)) is accurate and current. Please include the date your SAM registration will expire, which MUST extend past the date of contract expiration.
  - iii. GSA Advantage! pricelist includes the current contract terms and conditions, including the most recently approved pricing.
  - iv. All Electronic Subcontracting Reporting System (eSRS) reports have been filed on [www.esrs.gov](http://www.esrs.gov) (if applicable).
- b. Terms and Conditions: The letter must address whether or not changes are required to the existing contract terms and conditions. This may include changes to the currently incorporated Commercial Sales Practices (CSPs), price reductions clause discount relationship(s), labor category descriptions, authorized price list, or other contract terms and conditions. Note that the requirements to disclose CSPs and

track and maintain price reductions clause discount relationship(s) do not apply to contracts subject to Transactional Data Reporting (TDR) reporting requirements. This liability ends as of the effective date of the TDR modification (excluding orders placed prior to the effective date).

- i. If there are no changes to the currently incorporated terms and conditions, the letter must include the following statement:

(Company name) confirms that the current terms and conditions of the contract have not changed and are current, accurate, and complete.

ii. If there are changes to the currently incorporated terms and conditions, the letter must include a brief explanation of the changes required. All required changes must be made via a separate modification request through eMod in accordance with applicable modification instructions. For more information regarding applicable modification instructions, please contact your CO or contract specialist.

c. Formatted Product Tool (FPT) (applicable only to Schedules that have issued mass modifications for FPT): Contractors that initially declined the FPT mass modification (#A510) must complete the following actions, as applicable, before the CO can assess eligibility for the exercise of option and execute the unilateral modification that exercises the option period:

i. Accept the FPT terms and conditions (applicable only to contracts under schedules that have released mass modification #A510)

iii. Complete the one-time "baselining" of pricelist data via eMod (applicable only to contracts under schedules that have released mass modification #510)

For contracts under schedules that have released FPT mass modification #A510, the letter must affirm that you have accepted the FPT terms and conditions and "baselined" your existing pricelist data in eMod.

d. Re-representation of Business Size: The letter must identify the contractor's current business size based on the present size standard for the North American Industrial Classification System (NAICS) code initially awarded under the schedule contract. If the business size has changed, the letter must also confirm that the contractor has submitted a re-representation of business size modification via eMod. The business size identified must be included with your firm's SAM registration.

To submit this request, log into eMod, select your contract number (if more than one), press "Select Contract", and select the checkbox for "Re-Representation of Business Size". This modification requires you to upload a document. GSA recommends uploading a copy of your FAR Download Report from your SAM registration.

To download your FAR Report: Visit [www.sam.gov](http://www.sam.gov), click on "Search Records", enter your firm's DUNS number, and click "Search". On the Search Results screen, click on "View Details", then click on the "Reps & Certs" link in the left-hand margin. On the next page, click on the "Download FAR Report" link.

e. Small Business Subcontracting Plan (applicable to "Other than Small" businesses only): If your firm is considered an "Other than Small" business, then you are required to have an approved small business subcontracting plan before the option can be exercised.

If the effective date of the previously approved subcontracting plan does not extend into the upcoming option period, then you must submit a new subcontracting plan as a stand-alone modification request through eMod. To submit the request, select "Incorporate Subcontracting plan" as the modification type in the eMod system and complete the subcontracting plan within the system.

For "Other than Small" businesses, the letter must either:

i. Confirm that you have an existing small business subcontracting plan that will remain effective into the upcoming option period (include the type of plan and effective dates), OR

ii. State that a new subcontracting plan has been submitted for approval through eMod.

f. Digital Certificate: The submission must also include a screenshot of your valid and active digital certificate. If your company does not have a valid or active digital certificate, please visit <http://eoffer.gsa.gov/> and follow the instructions to acquire or reacquire a digital certificate.

Once again, your documented response regarding all items above is due no later than Nov 14, 2017. Failure to provide a current, accurate, and complete response by this deadline may result in a decision NOT to extend the period of your FSS contract.

Sincerely,

Donna D. Hill  
Contracting Officer

You have been sent this email because you are the contract administrator of record for contract number GS-28F-0021U. If you have any questions, please contact the Contracting Officer, Donna D. Hill, [donna.hill@gsa.gov](mailto:donna.hill@gsa.gov) directly, at 703-605-9415

Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313



10/31/2018

GSA.gov Mail - Fwd: Exercise Option Mod was Initiated for Contract GS-28F-0021U

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**RE: Regalmark Inc GS-28F-0021U Option to Extend**

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Fri, Mar 23, 2018 at 12:23 PM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;

Hello Thais

Please see attached letter to Extend Contract

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

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**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>**Sent:** Thursday, March 22, 2018 9:24 AM**To:** Paul Waskey <paulw@regalmarkgsa.com>; Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>**Subject:** Regalmark Inc GS-28F-0021U Option to Extend

Good Morning Paul,

This e-mail is being sent to you in regards the Regalmark Inc contract under GS-28F-0021U. I have not received the required documents in regards to whether Regalmark Inc intend to extend their contract under Schedule 71, Furniture.

The contract need to be renegotiated because Schedule 71 Furniture only allows pass through of products under Special Item Number (SINs) 71-1, Package Office Room. only This change were decided by management and your contract need to be renegotiated. Therefore all the SINs you currently have awarded under your contract that offering products as a pass through and Regalmark not being recognize as a Dealer need to be removed or renegotiated. That need to be done first before the Option to Extend can be process.

Since I have no receive any notification that Regalmark Inc plans to extend the contract then I will have allow the contract to expire on April 29, 2018. Your documents for the Option to Extend needed to be submitted y uploaded it into the e-Mod system by November 14, 2017. The letter was sent out by e-mail to Paul and Linda Waskey on September 30, 2017.

I will not be able to process the Option and the new e-Mods that will have to be completed by the time your contract expires. The Option e-Mod needed to be process one month prior to the expiration date which would be March 29, 2018. It is now March 22, 2018 and nothing has been submitted in regarding the Option to Extend.

Therefore, the contract will have to expire you can submit in a new e-Offer with new documentations under Schedule 71, Furniture.

If you have any questions please do not hesitate to contact me.

Thank you

-

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) Cell)

thais.midnight@gsa.gov (E-mail)

---

 **GSA Contract Extension Request.pdf**  
357K



March 22, 2018

Thais Midnight, Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone) (b) (6) (Cell), [thais.midnight@gsa.gov](mailto:thais.midnight@gsa.gov) (E-mail)

RE: Federal Supply Schedule (FSS) contract GS-28F-0021U Extension Request

Dear Thais Midnight,

Regalmark Inc respectfully requests that GSA approves the extension of Federal Supply Schedule (FSS) contract GS-28F-0021U. in accordance with terms and conditions of the contract.

Regalmark has proven to be a reliable and key GSA partner for the current duration of the contract and intends to continue through the extended contract term. The following are examples of Regalmarks capabilities to remain compliant.

- Disclose Commercial Sales Practices (CSPs):

Regalmark affirms that current CSP's are current, accurate, and complete

- Disclose Terms and Conditions:

Regalmark affirms that the Terms and Conditions of the contract have not changed, and affirms that they are current, accurate and complete.

- Business Size Determination:

Regalmark's current business size is: Small Business and has changed to Disadvantaged, Woman Owned

- Other Actions:

Regalmark has ensured that D&B, SAM, & ORCA are accurate and complete. All mandatory mass modifications have been recently reviewed and accepted.

With acceptance of this contract extension, Regalmark will proceed with modification and renegotiating SINs request.

I look forward to hearing from you. Please contact me immediately if you have any questions.

Sincerely,

(b) (6)

Paul Waskey, GSA Contract Administrator  
[paulw@regalmarkgsa.com](mailto:paulw@regalmarkgsa.com)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: Off of the Office RE: Regalmark Inc GS-28F-0021U Option to Extend**

Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
To: Paul Waskey <paulw@regalmarkgsa.com>  
Cc: Erika O'Neal <erikao@regalmarkgsa.com>

Mon, Mar 26, 2018 at 7:37 AM

Paul,

The Option to Extend response was suppose to be submitted into this office by November 2017 not the week of March 12-16, 2018 while I was in training or March 23, 2018 when I was out of the office. I provided you the e-mail that was sent to Regalmark, Inc on September 30, 2017 requesting the response of wither Regalmark, Inc wants to extend the contract as requested in your email dated on March 22, 2018 showing that the letter was sent out.

As I said in my e-mail dated March 22, 2018, the entire contract would need to be renegotiated before we can either process the Option to Extend if you want to keep the below reference SINs awarded under your. The renegotiation of the contract will consist of you removed Special Item Numbers (SINs) 71-301, 71-302, 71-399, 711-1, 711-2, 711-3, 711-7, 711-8, 711-9, 711-16, 711-17, 711-18, and 711-19 that Regalmark, Inc currently are pass through other contractors products. In order for you to offer those SINs under Regalmark, Inc contract you would need to be the manufacture or be represented as a Dealer. A modification would need to be done prior to the Option to Extend to make these changes. You would need to provide me updated Letter of Supplies, current Terms and Conditions, Pricelist of the manufacturers, Commercial Sales Practice (CSP) from Regalmark showing that you have sold those products commercially to other customers beside the Government that Regalmark Inc is seeking to add under their contract. By Regalmark, Inc being represented as a Dealer you need to provide me the Services that Regalmark Inc offers to their customers and mark-up percentage you would seek from the Government. I would need a Maximum discount letter from the Manufacture that is offered to Regalmark, Inc disclosing the discount that Regalmark, Inc receives from that manufacture. The information I listed would need to be provided into this office for review and approval to renegotiate the contract again if you wish to continue to offer those SINs under your contract.

To execute the Option to Extend Regalmark need to provide me updated Letter of Supply's from the manufactures that is currently being offer under the Package Office SIN 71-1, you would to need reiterate what Services you are currently offering and the hourly rate for those services and the memorandum letter in response to the Option to Extend stating that you wish to extend the contract. All that needed to be uploaded into the Option to Extend e-Mod.

In my e-mail I sent on March 22, 2018 that this process is going to take time on your end and mine and I would need to have all this in place by March 29, 2018 in order for the contract to be extended in enough time. If you are willing to remove the above reference SINs under your contract and provide me the information I need for the Option to Extend by tomorrow no later than Wednesday, March 28, 2019. Then I can speak with the approving Contracting Officer and see if she and I can continue processing the Option.

If you have any other questions please do not hesitate to contact me.

Thank you

On Fri, Mar 23, 2018 at 3:16 PM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Thais,

I want to inform GSA that fast week I had sent the request and you were out for the week, now it appears that you're out again which is affecting the submittal and approval or the extensions and modifications,

I see no reason why we cant have the Contract Extension approved and modification s completed next week . We will respond effectively to any needed info to get this done .

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Sent:** Friday, March 23, 2018 12:26 PM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>  
**Subject:** Off of the Office RE: Regalmark Inc GS-28F-0021U Option to Extend

Out of the office, I will return e-mail responses or voicemail messages left upon my return on Monday, March 26, 2018.

--

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)

Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

**Re: FW: Regalmark Inc GS-28F-0021U Option to Extend**

Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
To: Paul Waskey <paulw@regalmarkgsa.com>  
Cc: Joanne Viola - 3QSBAA <joanne.viola@gsa.gov>

Tue, Mar 27, 2018 at 10:01 AM

Paul, would you be available for a conference call at 2:00 p.m. today? If so, please provide me and Joanne a call in number for you.

Thanks

On Tue, Mar 27, 2018 at 10:00 AM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Thanks much Joanne.

A conference call would be good?

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Joanne Viola - 3QSBAA <joanne.viola@gsa.gov>  
**Sent:** Tuesday, March 27, 2018 7:49 AM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>; Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Subject:** Re: FW: Regalmark Inc GS-28F-0021U Option to Extend

Please set up a meeting this afternoon

Joanne Viola

Contracting Officer

General Services Administration

Federal Acquisition Center

Phone: 703-605-9279

Cell: (b) (6)

On Mon, Mar 26, 2018 at 2:51 PM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Hello Joanne,

Could you kindly give me a call so we can discuss the emails below as per Thais Midnights request?

I can be reached at (b) (6)

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

---

**From:** Paul Waskey

**Sent:** Monday, March 26, 2018 2:18 PM

**To:** 'Thais Midnight - 3QSBAA' <thais.midnight@gsa.gov>

**Cc:** Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>

**Subject:** RE: Regalmark Inc GS-28F-0021U Option to Extend

Hello Thais,

Thanks for the reply.

Could you kindly explain the deadline is past? Unless I was misunderstanding what your previous emails mentioned about receiving a letter in regards to extending the contract, what has to be submitted first then?

Additionally, could you point us to the regulation or statute that pertains to the removal of SINs so we can better understand what your saying? Regalmark has 3 BPA contracts involving only one or two SINs per contract which are not the packaged office. These current contracts include full service along with the product. Please explain how this is affected.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

---

**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>

**Sent:** Monday, March 26, 2018 1:56 PM

**To:** Paul Waskey <paulw@regalmarkgsa.com>

**Cc:** Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>

**Subject:** Re: Regalmark Inc GS-28F-0021U Option to Extend

Paul,

I saw the letter you provided but the deadline has passed. As I said before your contract would need to be renegotiated and it will take time to get everything implemented under your contract where it will surpass my deadline of March 29, 2018. It would be wise to come in with a new e-Offer. If you want you can contact the approving Contracting Officer, Joanne Viola who is also my supervisor and see if she will reconsider. Her e-mail address is Joanne.Viola@gsa.gov.

Thank you

On Fri, Mar 23, 2018 at 12:23 PM, Paul Waskey <paulw@regalmarkgsa.com> wrote:

Hello Thais

Please see attached letter to Extend Contract

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

From: Thais Midnight - JQSBA <thais.midnight@gsa.gov>

Sent: Thursday, March 22, 2018 9:24 AM

To: Paul Waskey <paulw@regalmarkgsa.com>; Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>

Subject: Regalmark Inc GS-28F-0021U Option to Extend

Good Morning Paul,

This e-mail is being sent to you in regards the Regalmark Inc contract under GS-28F-0021U. I have not received the required documents in regards to whether Regalmark Inc intend to extend their contract under Schedule 71, Furniture.

The contract need to be renegotiated because Schedule 71 Furniture only allows pass through of products under Special Item Number (SINs) 71-1, Package Office Room. only This change were decided by management and your contract need to be renegotiated. Therefore all the SINs you currently have awarded under your contract that offering products as a pass through and Regalmark not being recognize as a Dealer need to be removed or renegotiated. That need to be done first before the Option to Extend can be process.

Since I have no receive any notification that Regalmark Inc plans to extend the contract then I will have allow the contract to expire on April 29, 2018. Your documents for the Option to Extend needed to be submitted y uploaded it into the e-Mod system by November 14, 2017. The letter was sent out by e-mail to Paul and Linda Waskey on September 30, 2017.

I will not be able to process the Option and the new e-Mods that will have to be completed by the time your contract expires. The Option e-Mod needed to be process one month prior to the

10/31/2018

GSA.gov Mail - Re: FW: Regalmark Inc GS-28F-0021U Option to Extend

expiration date which would be March 29, 2018. It is now March 22, 2018 and nothing has been submitted in regarding the Option to Extend.

Therefore, the contract will have to expire you can submit in a new e-Offer with new documentations under Schedule 71, Furniture.

If you have any questions please do not hesitate to contact me.

Thank you

--

Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)

Thais Midnight

Contract Specialist

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Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

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**RE: FW: Regalmark Inc GS-28F-0021U Option to Extend**

---

Paul Waskey <paulw@regalmarkgsa.com>  
To: Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
Cc: Joanne Viola - 3QSBAA <joanne.viola@gsa.gov>

Tue, Mar 27, 2018 at 10:03 AM

Yes 2pm is good.

(b) (6) is fine.

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Sent:** Tuesday, March 27, 2018 10:02 AM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>  
**Cc:** Joanne Viola - 3QSBAA <joanne.viola@gsa.gov>  
**Subject:** Re: FW: Regalmark Inc GS-28F-0021U Option to Extend

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Thanks

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Thanks much Joanne,

A conference call would be good?

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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**Sent:** Tuesday, March 27, 2018 7:49 AM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>; Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Subject:** Re: FW: Regalmark Inc GS-28F-0021U Option to Extend

Please set up a meeting this afternoon

Joanne Viola  
Contracting Officer  
General Services Administration  
Federal Acquisition Center  
Phone: 703-605-9279  
Cell: (b) (6)

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I can be reached at (b) (6)

Kind Regards,  
Paul Waskey

Regalmark, Inc  
Account Manager | Washington, DC  
Mobile (b) (6)

GOVERNMENT INTERIORS.  
Design / Build / Furnish

---

**From:** Paul Waskey  
**Sent:** Monday, March 26, 2018 2:18 PM  
**To:** 'Thais Midnight - 3QSBAA' <thais.midnight@gsa.gov>  
**Cc:** Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>  
**Subject:** RE: Regalmark Inc GS-28F-0021U Option to Extend

Hello Thais,

Thanks for the reply.

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Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

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**Sent:** Monday, March 26, 2018 1:56 PM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>  
**Cc:** Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>  
**Subject:** Re: Regalmark Inc GS-28F-0021U Option to Extend

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Thank you

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Hello Thais

Please see attached letter to Extend Contract

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS.

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>  
**Sent:** Thursday, March 22, 2018 9:24 AM  
**To:** Paul Waskey <paulw@regalmarkgsa.com>; Erika O'Neal <erikao@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>  
**Subject:** Regalmark Inc GS-28F-0021U Option to Extend

Good Morning Paul,

This e-mail is being sent to you in regards the Regalmark Inc contract under GS-28F-0021U. I have not received the required documents in regards to wither Regalmark Inc intend to extend their contract under Schedule 71, Furniture.

The contract need to be renegotiated because Schedule 71 Furniture only allows pass through of products under Special Item Number (SINs) 71-1, Package Office Room. only This change were decided by management and your contract need to be renegotiated. Therefore all the SINs you currently have awarded under your contract that offering products as a pass through and Regalmark not being recognize as a Dealer need to be removed or renegotiated. That need to be done first before the Option to Extend can be process.

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I will not be able to process the Option and the new e-Mods that will have to be completed by the time your contract expires. The Option e-Mod needed to be process one month prior to the expiration date which would be March 29, 2018. It is now March 22, 2018 and nothing has been submitted in regarding the Option to Extend.

Therefore, the contract will have to expire you can submit in a new e-Offer with new documentations under Schedule 71, Furniture.

If you have any questions please do not hesitate to contact me.

Thank you

Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)



—  
Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
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703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**Regalmark Inc**

Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Tue, Mar 27, 2018 at 10:04 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Paul,

Please provide me the names of the suppliers who are awarded under your Package Office Special Item Number SIN 71-1 and please provide me the list of services and hourly rate that are currently being offered offer SIN 71-1?

If you can get this to me before 12:00 p.m. this morning that would be great.

Thanks

--  
Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**Regalmark Inc**

Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

Tue, Mar 27, 2018 at 10:04 AM

To: Paul Waskey &lt;paulw@regalmarkgsa.com&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Paul,

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Thanks

—  
Thais Midnight  
Contract Specialist  
U.S. General Services Administration  
Integrated Workplace Acquisition Center  
1800 F Street NW, Room 3313  
Washington, DC 20405  
703-605-9245 (Phone)  
(b) (6) (Cell)  
thais.midnight@gsa.gov (E-mail)





Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;

---

**RE: Regalmark Inc**

Paul Waskey &lt;paulw@regalmarkgsa.com&gt;

Tue, Mar 27, 2018 at 11:59 AM

To: Thais Midnight - 3QSBAA &lt;thais.midnight@gsa.gov&gt;, Linda Waskey - Regalmark Inc &lt;lindaw@regalmark.net&gt;, Erika O'Neal &lt;erikao@regalmarkgsa.com&gt;

Hello Thais,

I attached a copy of the CSP along with the (outdated) List of vendors which will be shortened .

The CSP also has the government pricing listed for services:

711-94 Office Design/ Layout

711-95 Installation

Please find attached copies of the 3 active BPAs for :

**US DOJ- SINs 711-16 Upholstered Chairs****Vendor: Trinity Furniture**

Pricing is broken down by

1) Product

2) Shipping/Delivery/Set up as one price.

**US DHS TSA- SINs 711-18 Multipurpose Seating****Vendor: Exemplis Seating (Sit -On It )**

Pricing is broken down by :

1) Product – which includes a delivery fee (CONUS)

**US NAVY BPA- SINs 711-18 Multipurpose Seating****Vendor- Exemplis Seating (Sit -On-It)**

Pricing is for product only and option for additional services such as delivery/set up.

I trust this helps for the moment until we speak this afternoon

Kind Regards,

Paul Waskey

Regalmark, Inc

Account Manager | Washington, DC

Mobile (b) (6)

GOVERNMENT INTERIORS,

Design / Build / Furnish

**From:** Thais Midnight - 3QSBAA <thais.midnight@gsa.gov>**Sent:** Tuesday, March 27, 2018 10:04 AM**To:** Paul Waskey <paulw@regalmarkgsa.com>; Linda Waskey - Regalmark Inc <lindaw@regalmark.net>; Erika O'Neal <erikao@regalmarkgsa.com>**Subject:** Regalmark Inc

Paul,

Please provide me the names of the suppliers who are awarded under your Package Office Special Item Number SIN 71-1 and please provide me the list of services and hourly rate that are currently being offered offer SIN 71-1?

If you can get this to me before 12:00 p.m. this morning that would be great.

Thanks

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Thais Midnight

Contract Specialist

U.S. General Services Administration

Integrated Workplace Acquisition Center

1800 F Street NW, Room 3313

Washington, DC 20405

703-605-9245 (Phone)

(b) (6) (Cell)

thais.midnight@gsa.gov (E-mail)

---

4 attachments CT4066 SF-30 P00006 signed.pdf  
171K DJJ-17-EOIR-S-0001.pdf  
530K Copy of Commercial Sales Practice CSP.pdf  
316K Regalmark GSA Contract GS28F0021U - Updated 2016 (2).pdf  
632K



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO P00006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO 2116208AP4013	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE 05		7. ADMINISTERED BY (If other than Item 6) CODE	
MISSION ESSENTIALS DIVISION 701 S 12TH STREET Arlington VA 20598					
8. NAME AND ADDRESS OF CONTRACTOR (for street, country, State and ZIP Code)  REGALMARK INCORPORATED Attn: PAUL WASKEY 6741 WHITESTONE RD BALTIMORE MD 212074102		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  9C. MODIFICATION OF CONTRACT/ORDER NO. HSTS04-15-A-CT4066  9D. DATED (SEE ITEM 12) 01/30/2015			
CODE 801800280		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.217-9 Option to Extend the Term of the Contract
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings. Including solicitation/contract subject matter where feasible)

GSA Contract #: GS-28F-0021U

Tax ID Number: 20-5824505

DUNS Number: 801800280

The purpose of this modification P00006 in support of Blanket Purchase Agreement HSTS04-15-A-CT4066 is to:

1. Extend the ordering period through January 26, 2019.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter Larsen	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA PETER S LARSEN (Signature of Contracting Officer)	16C. DATE SIGNED 1/9/2018

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
HST504-15-A-CT4066/P00006

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR  
REGALMARK INCORPORATED

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: US Coast Guard Financial Center TSA Commercial Invoices P.O. Box 4111 Chesapeake VA 23327-4111 Period of Performance: 01/27/2017 to 01/26/2018				

## ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/18/2017	2. CONTRACT NO. (if any) GS-28F-002 IU	3. NAME OF CONSIGNEE EOIR - Space and Facilities Management	
3. ORDER NO. DJJ-17-EOIR-S-0001	4. REQUISITION/REFERENCE NO.	b. STREET ADDRESS 5107 Leesburg Pike, Suite 2334	
5. ISSUING OFFICE (Address correspondence to) EOIR - Office of Procurement Services 5107 Leesburg Pike, Suite 2240 Falls Church, VA 22041		c. CITY Falls Church	d. STATE VA
		e. ZIP CODE 22041	f. SHIP VIA

6. NAME OF CONTRACTOR REGALMARK, INC.		7. TYPE OF ORDER	
b. COMPANY NAME DUNS 801800280		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 1212 NEW YORK AVE NW SUITE 520		10. REQUISITION NG OFFICE EOIR - Space and Facilities Management 5107 Leesburg Pike, Suite 2334 Falls Church, VA 22041	
d. CITY WASHINGTON	e. STATE DC	f. ZIP CODE 20005-3987	
9. ACCOUNTING AND APPROPRIATION DATA See Line Item Detail			

11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB <input type="checkbox"/> VETERAN-OWNED <input type="checkbox"/> i. ELIGIBLE UNDER THE WOSB PROGRAM		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
13. PLACE OF		16. DISCOUNT TERMS NET 30	
a. INSPECTION	b. ACCEPTANCE		

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Paul Waskey paulw@regalmark.net 202/386-6403 DUNS: 801800280  For the Total Contract value/ceiling of (b) (4) Regalmark, Inc. agrees to the following terms of the Single-Award (FAR 8.405-3) Blanket Purchase Agreement for Executive Side & Guest Chairs  See Continuation Sheet(s)					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	50.00	(17)(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO				
	a. NAME EOIR - Space and Facilities Management			50.00	(17)(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 5107 Leesburg Pike, Suite 2334				
c. CITY Falls Church, VA 22041					

22. U	(b) (6)	23. NAME (Typed) Andrew M. Bymes
		TITLE: CONTRACTING/ORDERING OFFICER

## Section 2 - Commodity or Services Schedule

## SCHEDULE OF SUPPLIES/SERVICES

## CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>GOVERNMENT TECHNICAL REPRESENTATIVE Kim Gordon (703)605-0599 kim.gordon@usdoj.gov</p> <p>This BPA does not obligate any funds.</p> <p>EOIR estimates, but does not guarantee, that the volume of Delivery Orders through the Base Year of this BPA agreement will be for the following:</p> <p>Holsted Rebrand 110613 - Executive Side Chair - Navy Blue Fabr.c/24"Wx26"Dx34"H/Mahogany Finish - QTY 279</p> <p>Remin sca Rebrand 110613 - Executive Side Chair - Navy Blue Fabr.c/23"Wx20"Dx37"H/Mahogany Finish - QTY 256</p> <p>The estimated minimum order value that will be ordered against this BPA are as follows and a Delivery Order shall be issued immediately after award of the BPA:</p> <p>QTY (b) (4) QTY (b) (4)</p> <p>All Delivery Orders shipments shall be delivered with inside delivery and trash removal to multiple locations with specific delivery instructions. Delivery orders will be issued to meet the requirement</p> <p>The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the Delivery Order transmission issued against this BPA.</p> <p>Please see the attachment for delivery locations and quantities</p> <p>The following terms and conditions are mandatory:</p> <p>(1) Regalmark shall supply specified seating that is requested on each Delivery Order that is signed by the Contracting Officer by the specified delivery date for the specified cost, that is was established by Regalmark for the location.</p> <p>(2) Extent of obligation. EOIR is only obligated to the extent of authorized purchases actually made under the BPA via Delivery Orders.</p> <p>(3) Purchase limitation. EOIR will issue Delivery Orders based on the location of the individual order by issuing the dollar amount on the order under the BPA (see T3 303-5(b)).</p> <p>(4) Individuals authorized to purchase under the BPA. Contracting Officers are the only individuals authorized to purchase under the BPA, identified by title of position and by signature of individual on individual Delivery Orders.</p> <p>(5) Delivery Orders. A requirement that all shipments under the agreement shall be accompanied by delivery tickets or sales slips that shall contain the following minimum information:</p> <p>(i) Name of supplier.</p> <p>(ii) BPA number.</p> <p>(iii) Date of purchase.</p> <p>(iv) Delivery Order number.</p> <p>(v) Itemized list of supplies or services furnished.</p> <p>(vi) Quantity, unit price, and extension of each item, less applicable discounts.</p> <p>(vii) Date of delivery or shipment.</p> <p>(6) Invoices.</p> <p>(i) When billing procedures provide for an individual invoice for each delivery, these invoices shall be accumulated, provided that—</p> <p>(A) A consolidated payment will be made for each specified Delivery Order; and</p> <p>(B) The period of any discounts will commence on the final date of the billing period or on the date of receipt of invoices for all</p>	(b) (4)			

	deliveries accepted during the billing period, whichever is later. Line Period of Performance: 04/18/2017 - 04/17/2018 Base Period	
0002	<p>Halsted Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/24"Wx26"Dx34"H/Mahogany Finish- QTY 279</p> <p>Reminisce Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/23"Wx20"Dx37"H/Mahogany Finish - QTY 256</p> <p>To be delivered with inside delivery and trash removal to multiple locations. Delivery orders will be issued to meet the requirement. Please see the attached for delivery locations and quantities.</p> <p>Line Period of Performance: 04/18/2018 - 04/17/2019 Unexercised Option 2</p>	(b) (4)
0003	<p>Halsted Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/24"Wx26"Dx34"H/Mahogany Finish- QTY 279</p> <p>Reminisce Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/23"Wx20"Dx37"H/Mahogany Finish - QTY 256</p> <p>To be delivered with inside delivery and trash removal to multiple locations. Delivery orders will be issued to meet the requirement. Please see the attached for delivery locations and quantities.</p> <p>Line Period of Performance: 04/18/2019 - 04/17/2020 Unexercised Option 3</p>	
0004	<p>Halsted Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/24"Wx26"Dx34"H/Mahogany Finish- QTY 279</p> <p>Reminisce Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/23"Wx20"Dx37"H/Mahogany Finish - QTY 256</p> <p>To be delivered with inside delivery and trash removal to multiple locations. Delivery orders will be issued to meet the requirement. Please see the attached for delivery locations and quantities.</p> <p>Line Period of Performance: 04/18/2020 - 04/17/2021 Unexercised Option 4</p>	
0005	<p>Halsted Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/24"Wx26"Dx34"H/Mahogany Finish- QTY 279</p> <p>Reminisce Rebrand 110613 - Executive Side Chair - Navy Blue Fabric/23"Wx20"Dx37"H/Mahogany Finish - QTY 256</p> <p>To be delivered with inside delivery and trash removal to multiple locations. Delivery orders will be issued to meet the requirement. Please see the attached for delivery locations and quantities.</p> <p>Line Period of Performance: 04/18/2021 - 04/17/2022 Unexercised Option 5</p>	
Base Total:		(b) (4)
Exercised Options Total:		
Unexercised Options Total:		
Base and Options Total:		

with the Department of Justice, Executive Office for Review for office seating for multiple delivery locations with inside delivery. The government is under no obligation to procure supplies or services relative to this contract.

## Section 3 - Contract Clauses

### Clauses By Full Text

#### 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

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(a) The Government may extend the term of this contract by written notice to the Contractor within April 11 - April 10, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days *[60 days unless a different number of days is inserted]* before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed April 2022 (months)(years).

{End of clause}

## Section 4 - List of Attachments

Identifier	Title	Number of Pages
1	OCU Chakra- OBD-186.pdf	
2	OCU Chakra- Supporting Doc PDF	



**Commercial Sales Practice (CSP) Format  
For Related Services**

**Contractor Contact**

**Regalmark Inc.**

**1212 New York Ave. NW  
Suite 520  
Washington D.C. 20005**

**Paul Waskey | Principal**

**Email: [paulw@regalmarkusa.com](mailto:paulw@regalmarkusa.com)**

**Direct: 202-386-6403**

**Mobile: (b) (6)**

**Identification and Representation**

**DUNS #810800280**

**EIN # 20-5824505**

**Certified Small Business**

**IMAGE Certified by DHS**

**E-Verify Employer**

**Service NAICS Codes**

**337214 Office Furniture Manufacturing**

**425010 Furniture Merchant Wholesalers**

**337211 Wood Office Furniture manufacturing**

**238390 Other Building Finishing Contractors**

**541410 Interior Design Services**

**Effective: January 2018**



The following Services, Pricing Schedules and Terms & Conditions are available to commercial clients.

- **Project Management (Furniture Related)** - Management support services for the design, installation and reconfiguration of office furniture. Services cover those required to coordinate and monitor furniture design and installation phases of new furniture installations to ensure a smooth project completion.

Rates / IIR (Normal Business Hours / Non Union)

Senior Project Manager  
Project Manager  
Project Coordinator

(b)

(4)

- **Office Design/Layout Services** - Interior design services may include basic conversion of generic workstation & floor plans to brand-specific or comprehensive design services including development of adjacencies, workstation design & floor plans. Design/Layout services may include use of CAD/CAP systems for development of workstations, component lists for order placement, development of electrical, phone & cable plans & generation of color & installation plans.

Rates / HR (Normal Business Hours / Non Union)

Senior Designer  
Designer  
CAD Designer

(b) (4)

- **Office Furniture Installation Services** - Installation services include product delivery coordination, unpacking, inspection of product for shipping damage, placement, set-up, assembly and leveling of product. Installation does not typically include staging or warehousing, which are normally separate services.

Rates / HR (Normal Business Hours / Non Union)

Foreman  
Installer  
Helper

(b) (4)

Truck Rate (Travel)

Other Services:

- **Staging Services:** (b) (4) will be negotiated on a case-by-case basis.
- **Warehousing:** (b) (4) will be negotiated on a case-by-case basis.
- **Site Preparation:** (b) (4) per hour for normal business hours and (b) (4) per hour for overtime
- **Minimum Order:** (b) (4)

GSA /Government rates are (b) (4)  
(b) (4)

## Commercial Terms of Sale:

The following terms and conditions shall apply to all orders by Buyer for goods and services purchased from Regalmark Inc ("Seller"). By accepting delivery, and/or installation, Buyer agrees to be bound by and accepts these terms and conditions, which supersede any terms and conditions of the Buyer's Purchase Order. Any provision of the Buyer's Purchase Order which conflicts with these terms and conditions shall be ineffective and these terms and conditions shall govern unless the Seller shall subsequently agree otherwise in writing.

### Order Acknowledgement

The Buyer will receive an Order Acknowledgement, verifying order details, such as approx. ship date, shipping address, etc. This acknowledgement is the final agreement between the Buyer and the Seller, unless the Buyer has notified the Seller of any discrepancies.

### Drawings and Technical Documentation

All drawings and technical documentation, relating to the goods or their manufacture, installation or commissioning submitted by the Seller, prior or subsequent to the formation of the agreement shall remain the property of the Seller and shall not, without the written consent of the Seller, be used for any other purpose than that for which they were provided. The Buyer may not, without the consent of the Seller, use, copy, reproduce, transmit or communicate to a third party (except to the end customer of the goods as disclosed by the Buyer and agreed to in the Dealer Partner Agreement) or be used for the manufacture, design or any other unauthorized purpose, unless expressly accepted by the Seller.

At any time before the delivery of the Seller's final drawings to the Buyer, the Seller reserves the right to make any necessary alterations to the drawings and technical documentation relating to the goods without prior notice. All weight data shall be considered as approximate indications only, unless expressly confirmed as binding by the Seller. The Seller, as necessary, shall provide information and drawings which are necessary to permit the Buyer to operate and maintain the goods. The Seller shall not be obligated to provide technical manufacturing drawings for the goods or for spare parts. Unless agreed otherwise by the Parties, the information and drawings shall be in English.

### Change Orders

After product and/or services are ordered, any Change Order requests for added product and/or services may result in additional charges and delivery schedule adjustments.

### Site Requirements

Buyer shall have jobsite "Install ready" prior to starting. "Install ready" is defined as: All painting, carpet, ceilings, etc. must be complete and all debris removed to allow the installers the ability to set furniture/fixtures directly in place, unless otherwise included in the in Scope of Work (SOW). The installers need clear access to the building for unloading and use of elevators as needed. If applicable, All electrical and data must be pulled to the point of connection to the furniture.

### Additional Product or Service Request

After product and/or services are ordered, any requests for added product and/or services may result in additional charges and completion schedule adjustments. Any changes to the layout after installation has begun may be an up-charge, based on scope, product availability and additional trips. Non-union labor rates for installation crews unless specifically agreed to.

### Financed Option

In consideration of extending finance credit, the Buyer hereby agrees to provide additional financial information to the Seller's Finance Partner (Horizon Keystone) through a separate credit application process which the Seller can provide to the Buyer. The Seller has no knowledge of the financial information submitted with exception to the final approval.

### Standard Commercial Terms (if not financed)

**Deposit:** A minimum\* 50% non-refundable deposit is required prior to order entry. Company checks, wire transfers, and credit card payments (per terms) are accepted. The Buyer shall receive a Proforma invoice to reflect Deposit amount. In some cases, a Bill of Sale shall be provided, upon request of the Buyer. (If multiple shipments, the deposit will be a pro-rated amount per shipment)

\*some items require more deposit due to custom features.

**Balance:** The final balance, including State Sales tax (if applicable\* under the Nexus Regulations) and nontaxable related services, is due prior to scheduling delivery/install. The Buyer will be notified of a charge being applied to the credit card on file. If the final payment is not received within five business days of due date due to nonpayment or credit card denial or such action,

the buyer may forfeit the right to receive and or have product installed by Seller and shall not receive any deposit monies already paid. Seller therefore reserves the right to cancel the order with no further obligation.

**\*Sales Tax note:** The Buyer is responsible for all applicable state and local sales tax, (with exception to tax Exempt purchases) whether collected or uncollected by the Seller. IN some states, the Seller is not responsible to collect sales tax (due to non-physical presence under the Nexus Regulations) and therefore the Buyer is responsible to directly file and pay a "usable" sales tax on the purchase of good and or services if applicable. If purchase is classified as tax exempt, the buyer is required to provide a copy of tax resale license or tax exempt certification prior to order.

**Discounts – N/A, Contract Pricing**

**Prompt Payment Terms – PREPAY:** .50 % (half of one percent) / Net 5 Days .25% (one quarter of one percent) / no discount past 5 days

#### **Special Project Terms**

For projects involving outstanding punchlist items, the client is authorized to withhold up to 10% value (only) of the items outstanding, not exceeding a maximum retainage up to no greater than 5% of the total price is allowed, only with the Sellers written approval prior to withholding any moneys. Retainage payments are due within 10 days upon substantial completion of punchlist items and final walkthrough. If final walkthrough & punchlist is later than 15 days from initial walkthrough, at the Buyer's request or delay from the buyer's contractors, or subcontractors, then final payment is due with 5 days from that date. Any amounts beyond the 5 days is considered late and subject to late fees and finance charges.

#### **Credit Card Processing**

The Seller accepts all major credit cards at no extra charge and also AMEX (3% processing fee is charged for all AMEX transactions) Charges See credit card charge authorization form. For returns / chargebacks a 5% fee will be deducted from the amount refunded.

#### **Past Due Terms**

The Seller retains the right to collect unpaid debts through an assessment of 2% monthly finance charge (24% per annum) in addition to a \$50.00 late fee per month and reclaim the total unpaid value plus associated costs to collect the debt as further defined under Title to Products and Security Interest.

#### **Buyers Obligation and Rights of Seller**

If the Seller shall at any time doubt Buyer's financial responsibility, Seller reserves the right to decline to make shipments hereunder except upon receipt of cash payment in advance or security or other proof of responsibility satisfactory to the Seller. If buyer fails in any way to fulfill the terms and conditions set forth herein, the Seller may defer shipments until such default is corrected. Remedies provided herein shall be in addition to, and not in lieu of other remedies. Buyer agrees to abide by payment terms. Buyer shall pay all reasonable costs and expenses, including attorney and collection fees, and late fees, incurred by Seller in connection with any amounts due for goods ordered.

#### **Delays/ Non-Delivery**

Additionally, the Seller shall not be liable in any way whatsoever for any failure to deliver any order on time or for non-delivery or delay caused directly or indirectly by war, act of God, strike, lockout, riot, Government action or interference, fire, earthquake, material, shortage, late delivery by manufacturers, shipping or transport delay or any other cause beyond the reasonable control of the Seller.

#### **Damages & Claims**

For products shipped via FedEx, UPS and or Common Freight Carriers, the consignee is responsible for filing claims with the carrier for damage and shortages. Claims for both obvious and concealed damage must be filed within two calendar days, and the damaged merchandise must not have been moved from the original receiving location. All damaged merchandise, including the cartons and packing materials, must be retained for inspection by either the carrier or by the Seller's Sales Representative. The Seller reserves the right to select the most cost effective way to repair or replace the damaged item. Once you have notified the carrier, please contact Customer Service for further assistance.

#### **Obvious Damage/Missing Cartons**

The Seller recommends the consignee inspect all merchandise upon arrival. If a shipment is received damaged or short, note all information on carrier's copy and your copy of freight bill and delivery receipt. Notify the delivering carrier and file a claim immediately. Pending the results of your claim, either the Seller or the carrier will cover the net cost to repair or replace the damaged or missing item.

#### **Concealed Damage**

If concealed damage is discovered, notify the delivering carrier at once and request an inspection. This must be done within 5 calendar days of delivery. If the carrier will not perform the inspection, the Buyer should prepare an affidavit of when the carrier was contacted, noting the time and date, and that they failed to comply with the request.

#### **Merchandise Returns**

Merchandise will not be accepted for return without an RGA (Return Goods Authorization) issued by the Seller prior to returning any goods. All returnable items must be clean and free of dents, scratches, holes, tears, cracks, stickers, price tags, writing, etc and should be unused. Items must be in its original packaging carton, wrap, etc. All internal packaging (i.e. bubble wrap, cardboard corners, etc) must be in place. All returned merchandise will be thoroughly inspected and the results compared to the reason for return stated on the RGA. Any discrepancies, such as additional damage, signs of usage, missing parts, etc., will result in an adjustment to the amount of credit issued.

- **Stock Goods Return:** Certain items are returnable and are subject to a minimum 30% re-stocking fees. Stock items that are delivered damaged may be returned-exchanged, or as an alternative, replacement parts can be ordered for the damaged item(s). All stock items must be returned within 30 days from the delivery date. Ready-to-assemble items (if applicable) are not returnable if the carton has been opened and the contents removed for assembly, or the item has been assembled.
- **Returns On Non-Stock/Special Order Items:** Non-stock items are non-returnable and non-refundable. Non-stock items that are received damaged can have parts ordered to replace damaged portion.

#### **Title to Products and Security Interest.**

So long as any amount of the Purchase Price and/or any other charges payable hereunder in connection with an Order remain outstanding, title to the Products shall remain with the Seller. The Buyer hereby grants to the Seller, a security interest in the Products purchased hereunder until the Buyer has made payment in full for the Products and other related services. The Buyer shall execute, deliver or endorse any and all instruments, documents, assignments, security agreements and other agreements and writings that the Seller may at any time reasonably request in order to secure, protect, perfect or enforce the security interest and the Seller's rights under this Agreement. Upon the Buyer's default of any payment obligation, the Seller may exercise all the rights and remedies of a secured party in respect of the Products and services on default under applicable law, including, without limitation, the right to enforce the security interest to retake possession of any or all of the Products. Upon payment of the Purchase Price and all other charges payable by the Customer in connection with an Order, title to the Products' Services shall transfer to the Buyer and the security interest granted hereunder to the Seller shall be discharged.

#### **Warranty**

All warranties conditions and representations whether express or implied other than any express warranty stated by the Seller, in writing are hereby expressly negated and excluded except in circumstances where the Seller is by law unable to exclude or limit its liability. Provided that where the Customer is a consumer for the purpose of the Trade Practices Act, but the goods or services are not of a kind ordinarily required for personal domestic or household use or consumption, the liability of the Seller shall be limited as determined by the Seller to anyone or more of the following:

- a. The replacement of the goods or the supply of equivalent goods
- b. The payment of the net costs of replacing the goods or of acquiring equivalent goods

Subject to everything in these conditions, the Seller makes no further condition, warranty or representation, whether express or implied, written or oral in respect of the goods or services. Notwithstanding anything above, the Seller shall not be liable for any consequential or indirect losses expenses or damages suffered by the Customer/Buyer in consequence of any defect in materials or workmanship of the goods

#### **Indemnification**

The Buyer shall indemnify, defend and hold the Seller harmless from and against any and all claims, actions, losses, damages, demands, liabilities, costs and expenses, including reasonable attorney's fees and expenses, whether or not a suit or other proceeding is initiated, which may arise from, but not limited to, the following events: (i) representations or misrepresentations made by the Buyer, (ii) any neglect by the Buyer or end-users, (iii) the Buyer's use of the Products not in compliance with the Products' intended purposes, (iv) Buyer has modified or altered Products that have not been approved by the Seller, (v) damage from Buyer's misuse of the Products or (vi) any other act, or failure to act, not in accordance with the terms of this Agreement by the Buyer, or any other breach by the Buyer of any covenants of the Buyer under this Agreement.

#### **Intellectual Property Rights**

Copyright and all other intellectual property rights in all literature, manuals and other information supplied by the Seller as part of the goods or in connection therewith shall remain the sole property of the Seller

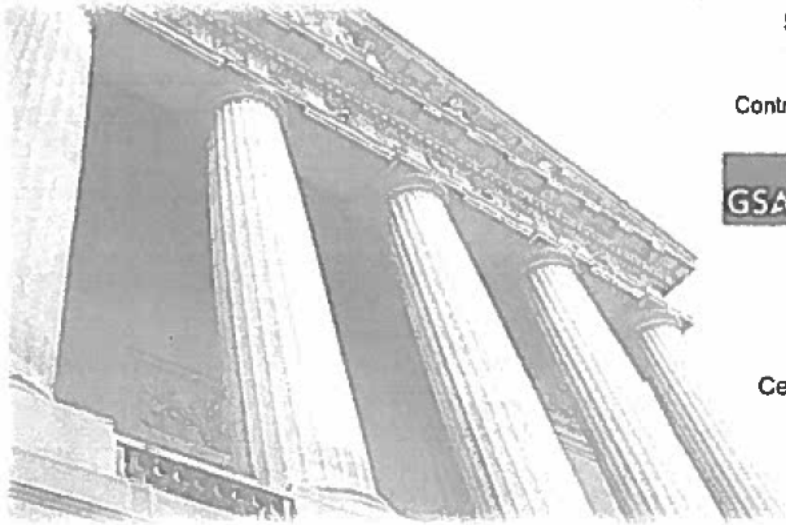
The Buyer shall indemnify the Seller against all damages, claims, costs and expenses arising out of any infringement or alleged infringement of any patent copyright trademark, registered design or other intellectual property right which the Seller incurs

arising out of its compliance with the Buyer's requirements, customization or specifications. The Seller shall not be bound to defend any proceedings brought against it by any third party in respect of any such actual or alleged infringement.

#### **Reservation of Rights**

Seller reserves the right to change at any time without notice, these terms and conditions of sale.

#### **End of Commercial Terms**



Schedule 71 Furniture  
Contract Number  
GS-28F-0021U  
Contract Period: 04-27-2008  
to 04-28-2018

 Contract Holder

CAGE 4TZP1  
TIN 205824505  
DUNS 801800280  
Certified Small Business  
IMAGE Certified

#### Packaged Office Solutions

- Mission Critical Command Centers
- Executive and Managerial Offices
- Conference and Modular Meeting Rooms
- Modular Video Walls
- Collaborative and Team areas
- Architectural Partition Wall Systems
- Seating and Ergonomics
- Filing and Storage Management
- RFID Tracking Systems
- IT/ Network Furniture

#### Comprehensive Service Solutions

- Needs Assessment and Workflow Planning
- Space Planning and Design
- Product Selection, Mockups, and Presentations
- Value Engineering
- Ergonomic Consulting & Evaluation
- Sustainability Options
- Warehousing & Storage
- Staging, Delivery, and Site Prep
- Installation and Set-up
- Reconfigurations



U.S. Small Business Administration





ICE Mutual Agreement between  
Government and Employers  
**IMAGE**  
Participant  
 U.S. Immigration  
and Customs  
Enforcement



#### NAICS Codes

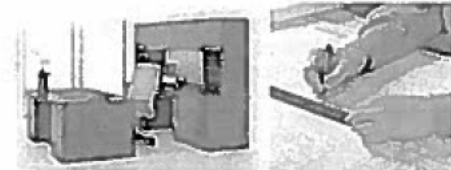
337214 - Office Furniture (except wood) Manufacturing  
423210 - Furniture Merchant Wholesalers  
337211 - Wood Office Manufacturing  
238390 - Other Building Finishing Contractors  
541410 - Interior Design Services  
236620 - General Contractor  
237310 - Construction Management  
238150 - Glass and Glazing Contractors  
561210 - Facilities Maintenance  
561320 - Labor Contractors



#### How to Order

Address: Regalmark Inc  
1212 New York Avenue NW  
Suite 520  
Washington, DC 20005

Phone: (b) (6)  
Email: [results@regalmark.net](mailto:results@regalmark.net)



GSA Advantage: <http://www.gsa.gov/advantage>

- ✓ Login and enter Regalmark in the search box
- ✓ Select E-Buy and request a quote
- ✓ GSA Advantage will walk you through preparing a Purchase Requisition/Statement of Work/RFQ



GSA Contract # GS-28F-0021U  
Contract Period: 04-27-2008 to 04-28-2018  
Schedule 71, Furniture

#### General Information for Ordering Activities

Online access to contract ordering information, terms and conditions, and the option to create an electronic delivery order are available through delivery are available through *GSA Advantage!*, a menu-driven database system. The Internet address of *GSA Advantage!* is [www.gsaadvantage.gov](http://www.gsaadvantage.gov)





1. Awarded Special Item Numbers:

- 711-1 Packaged Office and Packaged Conference Rooms
- 711-9 Executive Conference Room Furniture, Coordinated Tables, Case Pieces And Accessories
- 711-8 Executive Office Furniture
- 711-7 High Density, Movable Filing Systems And Accessories
- 711-3 Filing And Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories;
- 711-2 Worksurfaces, Workstations, Computer Furniture And Accessories
- 711-19 Stacking Chairs And Dollies Or Trucks Designed To Support Stacking Chairs
- 711-17 Multiple Seating
- 711-18 Multipurpose Seating;
- 711-16 Upholstered Seating
- 711-11 Tables And Accessories
- 711-1 Furniture Systems And Workstation Clusters
- 71-399 Introduction Of New Special Use Furniture Services/Products (Insp)
- 71-302 Training Room, Auditorium And Theater Furniture
- 71-301 Complete Daycare, Preschool And Classroom Solutions

2. Maximum Order:

(b) (4)

3. Minimum Order:

4. Discounts:

Varies Per Manufacturer

5. Volume Discounts:

Varies Per Manufacturer

6. Prompt Payment Terms:

None Offered, Net 30 Days

7. Delivery Days:

Varies Per Manufacturer

8. FOB Point:

Varies Per Manufacturer

9. Geographic Coverage:

48 contiguous and the District of Columbia

10. Point(s) of Production:

Varies Per Manufacturer

11. Government Purchase Cards:

Accepted

12. Foreign Items:

Varies Per Manufacturer

13. Ordering Address:

Regalmark, Inc  
1212 New York Ave. Ste. 520  
Washington, DC 20005

14. 13. Payment Address:

Regalmark, Inc  
1212 New York Ave. Ste. 520  
Washington, DC 20005

14. Warranty Provisions:

Varies Per Manufacturer

15. Export Packaging charges:

Provided upon request

16. Purchase Card Acceptance Terms:

Valid Government Purchase Card

17. Rental maintenance and Repair Terms:

Not Applicable

18. Installation Services:

(b) (4)

19. Other Services:

a. Staging:

(b) (4)

b. Warehousing:

c. Design:





- |  |  |
|--|--|
| 20. List of Service and Distribution Points: | Ordering Address (12.) Or Manufacturer's Address   |
| 21. List of Participating Dealers:           | Not Applicable                                     |
| 22. Preventative Maintenance:                | Varies Per Manufacturer                            |
| 23. Special Attributes:                      | See manufacturers' GSA schedules                   |
| 24. DUNS Number:                             | 801800280  |
| 25. CCR Database                             | Regalmark is registered with CCR. Cage Code: 4TZP1 |



Approved Suppliers on Contract (Subject to Change)

(b) (4)

(b) (4)



(b) (4)



EXAMPLE PROJECT

(b) (4)

